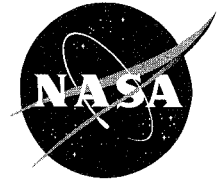


National Aeronautics and  
Space Administration

George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL 35812



JAN 16 2002

Reply to Attn of:

QS30 (02-08)

TO: Distribution

FROM: QS30/Dennis S. Davis

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Area Committee Meeting

The Safety, Health, and Environmental (SHE) Area Committee met at 2:30 p.m. on Wednesday, January 9, Building 4200, Conference Room P110. The attendance list is on file in the Industrial Safety Department. The agenda for the meeting is attached as Enclosure 1.

#### **OPENING REMARKS (Jim Ellis/QS01)**

Jim opened the meeting by welcoming everyone back and commented that he hoped everyone had enjoyed a good and safe holiday.

#### **PART 1 – AREA MANAGER ISSUES**

##### **Special Reports**

##### **Fall on Stairs Lost Time Mishap (Brenda Wade/FD43)**

Brenda reported on an incident that occurred in Building 4610. While carrying a box down the stairs, an employee slipped and fell. As a result, the employee fractured his ankle. He was taken to the Medical Center and later transported to a local hospital. To date, the employee has not returned to work. The incident was investigated, but no obstacles were found on the stairs that contributed to the fall. It was discussed that whenever possible use the elevator when carrying boxes or large items between floors.

##### **Brown Paper Towels in Microwave Ovens (Sonya Hutchinson/QS30)**

Sonya reported on the results of an inquiry that was conducted regarding the usage of brown paper towels in microwave ovens. Recently, an employee was roasting peanuts, covered with a brown paper towel, in a microwave oven when the peanuts caught on fire.

As a result, questions were raised if brown paper towels pose a greater fire threat in microwave ovens than white paper towels. The manufacturer stated that both products meet required regulations and have the same content, except white paper towels have been bleached. All metal products are removed from recycled paper. There is no substantiated evidence that brown paper towels pose a greater fire hazard than white paper towels when using in microwave ovens. Improper use of any paper product in microwave ovens can result in a fire. Supervisors should remind all employees that constant monitoring is necessary to maintain safe conditions while cooking in microwave ovens. The charts presented are attached as Enclosure 2.

#### HAZTRAK Finding Closure Process (Dennis Davis/QS30)

Dennis discussed in detail the basic process for closing findings in the Haztrak database. Findings are identified, entered into Haztrak, and sent electronically to the appropriate building manager. The building manager reviews and forwards to the responsible organization. If corrective action cannot be completed within 30 days, an Abatement Plan (MSFC Form 4213) must be completed and submitted to the Safety and Mission Assurance Office (S&MA). The S&MA Office reviews, approves, and updates the Haztrak system. The process is documented in MPG 8715.1, Marshall Safety, Health, and Environmental (SHE) Program. The flowchart presented is attached as Enclosure 3.

#### Industrial Safety Report

Dennis Davis/QS30 discussed the Safety Metrics Charts. There have been four lost time injuries reported during this fiscal year (2002). A positive observation is that the percentage rate for reporting safety meetings and visits has increased since last month. He reported that the Safety Concerns Reporting System (SCRS) rate continues to be low. It was discussed that some concerns are being reported via other routes, and supervisors are identifying potential hazards during safety visits, which may contribute to the low number. It was also noted that the ratio for calculating SCRS might need to be reevaluated. The charts presented are attached as Enclosure 4.

#### Area Committee Member Reports

Several members noted that their organizations are still working to close safety inspection findings.

Susan Cloud reported that a ceiling tile fell during the moving of furniture in Building 4200. Initial thoughts were that an asbestos release had occurred, but further investigation revealed that there was not a problem. She noted that Facilities and Safety personnel responded quickly. She also noted that the move has been completed, but the ceiling tile has not been properly reinstalled. The Facilities Engineering Department agreed to follow-up with corrective action.

Jim Carter reported that AD is receiving some SCRS that are not within MSFC jurisdiction. These concerns are the responsibility of the Army or the City of Huntsville. He reported that the concerns are investigated and sent to appropriate area of responsibility, but closure is out of MSFC's control. Jim asked for suggestions as to how SCRS concerns outside of MSFC's control be removed from his responsibility. A lengthy discussion concluded with several suggestions including forming a special committee to review and recommend closure, send concerns to the Marshall Safety Action Team (MSAT) Committee, or send to the Customer and Employee Relations (CAER) Organization. David Spacek noted that the Industrial Safety Department would take an action to review the process to determine if overall effectiveness can be improved. The Committee agreed to delay making final recommendation until the study is completed. Jim Ellis commented that management is dedicated to resolving employee safety concerns.

**ACTION A-0129: Establish team to review the SCRS process and recommend improvements. (Dennis Davis/QS30; Due: March 1, 2002)**

David Thaxton noted that the recent Environmental Management Review identified concerns with our hazardous communications program. He commented that trained employees are essential for this program's success. He noted that supervisors are responsible for training employees. David also reported that the Nuclear Regulatory Commission (NRC) made an unannounced visit to review the Radiation Safety Program at MSFC. They found the program in good standing.

Alberto Duarte reported that an employee tripped on the stairs in Building 4203. The employee went to the doctor, but was not seriously injured. No lost time resulted in the fall.

Donnie George reported that the Contractors Safety Forum (CSF) met in December 2001, with a good turnout. The revised Mission Statement was approved; goals and objectives for fiscal year 2002 will be discussed at the next meeting.

Joyce Eagan stated that she and ten other personnel completed a three-day training class on how to use a new Anthrax detector. She noted that the Anthrax detector was purchased in partnership with the Army. It can identify Anthrax in approximately 30 minutes.

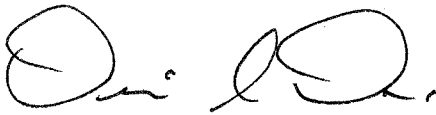
Open Actions (Dennis Davis/QS30)

Dennis discussed the open actions. He commented that the new safety video filming has been completed and is currently in review process. The chart presented is attached as Enclosure 5.

**PART 2 - PLAN CENTRAL COMMITTEE MEETING****Proposed Special Reports (Open Floor)**

- Fall on Stairs Lost Time Mishap (FD43)
- Proposed Industrial Safety Report (David Spacek/QS30)
- Voluntary Protection Program (VPP) Readiness Review  
(Paul Esposito/STAR Consultants)

The next meeting of the Safety, Health, and Environmental Area Committee is scheduled for January 30, 2002.



Dennis S. Davis  
Industrial Safety Department

5 Enclosures

Distribution:  
SHE Web Page

**SH&E “AREA” COMMITTEE AGENDA**  
**Building 4200, Conference Room P110**  
**2:30 PM, January 9, 2002**

**Opening Remarks (A. Roth/DE01) 5 Minutes**

**Part 1 – Area Managers Meeting**

**Special Reports**

- Fall on Stairs Lost Time Mishap (FD) 5 Minutes
- Brown Paper Towels in Microwave Ovens (S. Hutchenson/QS30) 10 Minutes
- HAZTRAK Finding Closure Process (D. Davis/QS30) 10 Minutes

**Industrial Safety Report (D. Davis/QS30) 10 Minutes**

**Area Committee Member Reports (As Needed) 30 Minutes**

Alex McCool/MP01	Tereasa Washington/CD01	Edwin Jones/AD20
Ann Whitaker/SD01	Roy Malone/AD40	Denny Kross/TD01
Jan Davis/FD01	Sheila Cloud/AD01	Richard Helmick/AD30
Bradley Waits/AD50	Allen Elliott/AD10	Bill Kilpatrick/ED01
Phil Robbins/CSC	Amanda Goodson/QS01	Donnie George/USA

**Open Actions (D. Davis/QS30) 10 Minutes**

**Part 2 – Plan SHE Central Committee Meeting 10 Minutes**

**Proposed Special Awards (Open Floor) - None**

**Proposed Special Reports (Open Floor)**

- Fall on Stairs Lost Time Mishap (Jan Davis/FD01)
- Star Consultants Audit Final Report (Paul Esposito/Star Consultants)
- Health Training at MSFC (Joyce Eagan/AD02)
- Safety and the Bottom Line (Lon Miller/Sverdrup)

**Proposed Industrial Safety Report (D. Spacek/QS30)**

**Open Actions (D. Spacek/QS30)**

## **Problem:**

- Employee was roasting peanuts in microwave
- The peanuts were covered with brown paper towel
- Actions resulted in fire

## **Probable Cause?**

- Over-Cooked Peanuts vs. Recycled Brown Paper

## **Acclaim #23304 Natural Multifold Towels (Brown)**

- Has a minimum 40% post-consumer paper.
- EPA compliant for recycled content in paper towel products
- Has the same content as the white paper (except the white has been bleached)

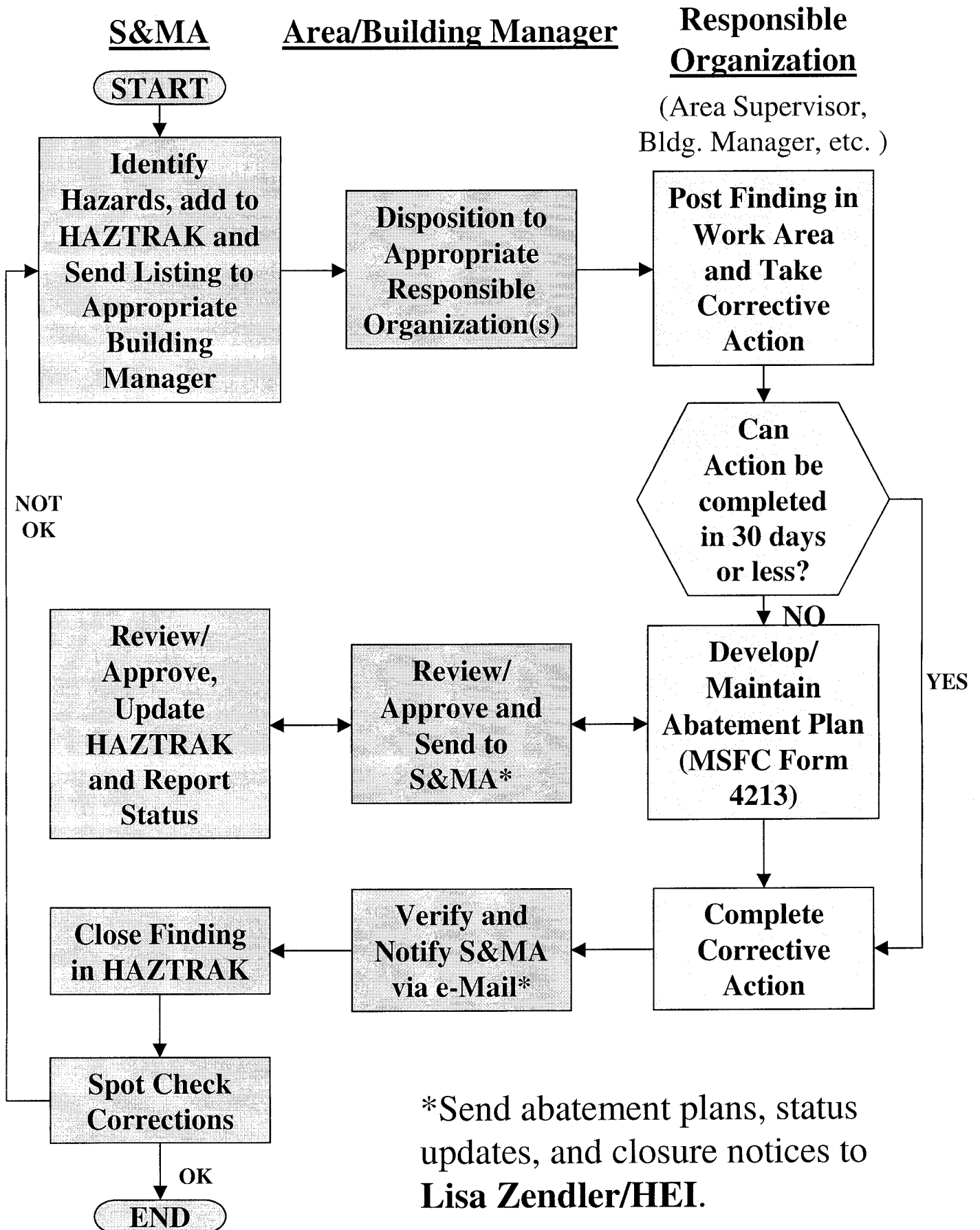
## **Recommendation:**

- Purchase pre-tested product, Acclaim #20204 white paper
- When micro waving any foods, be careful not to over-cook
- Always monitor food while it is in the microwave

## **Manufacturer's Comments:**

- **Improper use of any paper product in microwave can result in fire**
- **Georgia Pacific recommends using our white paper towels for food preparation and microwave cooking**
- **Following the instructions in your microwave manual carefully.**
- **Do not over cook food**

# HAZTRAK PROCESS



\*Send abatement plans, status updates, and closure notices to **Lisa Zendler/HEI**.



# **MSFC Safety Data for Dec. '01**

(Current as of January 9, 2002)

- 
- **Mishap Statistics**
  - **Trailing Indicators**
  - **Leading Indicators**
  - **Lost-times Since Last Meeting**
-

# MSFC Team Metric - Personnel Safety

Data for FY02 (Starting October 1, 2001 to 1/08/02)

\* Estimated

Green - OK  
Yellow - CAUTION  
Red - WARNING

0  
Fatalities  
&  
Disabling Injuries

4  
Lost Time Rate = 0.25\*

↓ 0.37

19  
OSHA Recordable Rate = 1.21\*

↑ 0.87

49  
All Case Rate (Includes First Aid Cases) = 3.11\*

21 Unsafe Acts and Conditions (Found by Safety Office)  
Ratio = 0.43

Dec. Safety  
Meetings 81.3 %

Dec. Safety  
Visits 73.8 %

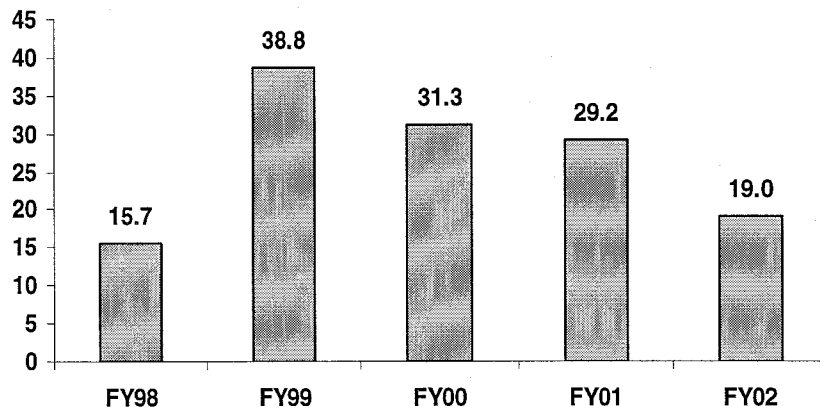
57  
SCRS Reports  
Ratio = 1.16

Unsafe Acts/Conditions  
(Found by Supervisor)  
462 for a Ratio = 9.43

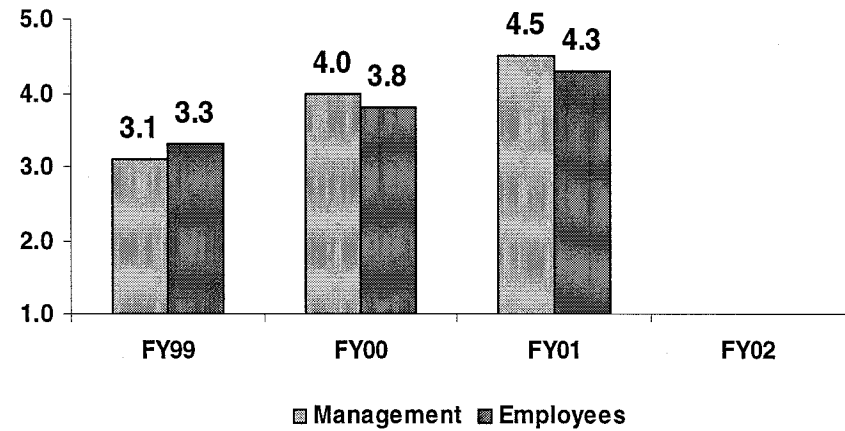
# Team Metrics - Leading Indicators (1-8-02)

Higher is Better!

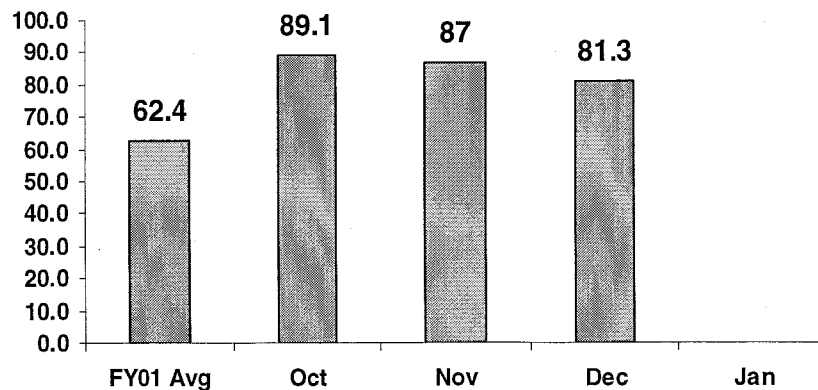
SCRS/Month



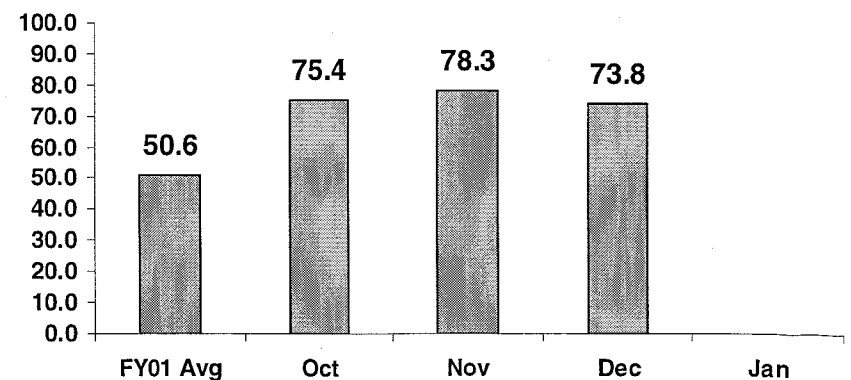
PEP



Supervisor Safety Meetings  
% Completed



Supervisor Safety Visits (% Completed)



# **December Safety Meetings and Visits** (1-08-02)

## **HONOR ROLL (100% both Meetings & Visits)**

- CD01
- LS01
- MP01
- QS01
- SD01
- VS01

## **HONARABLE MENTION (>90% both Meetings & Visits)**

- AD01
- ED01

(1-08-02)

		Open Findings		Abatement Plans	
AREA	2001	In Work	Late	In Work	Expired
AD01	55	0	2	0	0
AD10	3	0	0	0	0
AD20	83	0	0	2	0
AD30	74	2	3	0	0
AD40	89	1	0	8	2
AD50	2	0	0	0	0
CD	33	0	0	0	0
ED	445	0	17	2	5
FD	226	1	15	0	0
MP	13	0	1	0	0
SD	152	0	9	1	9
TD	130	0	0	0	0
RS	42	2	9	0	0
NSSTC	49	0	4	0	0
Total	1396	6	60	13	16

## Terminology

### Findings

**In Work** - Findings that are  $\leq 45$  days old and have not been Closed.

**Late** – Findings > 45 days old and no Abatement Plan or closure message associated with them

### Abatement Plans

**In Work** – Abatement Plan is in place and ECD in the future

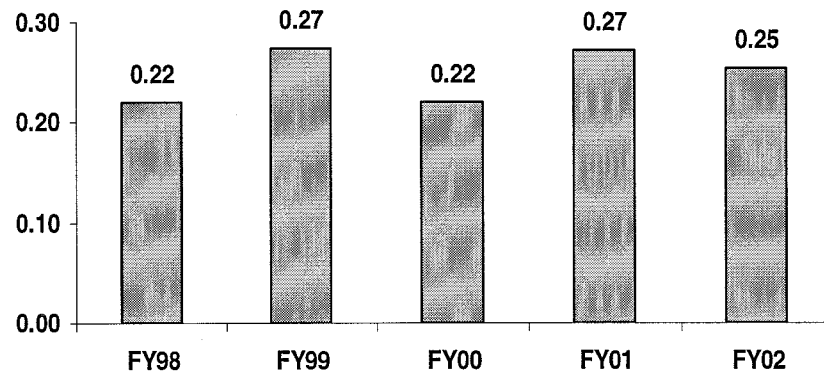
**Expired** – Abatement Plan ECD has passed

NOTE: > 15 Late goes Red

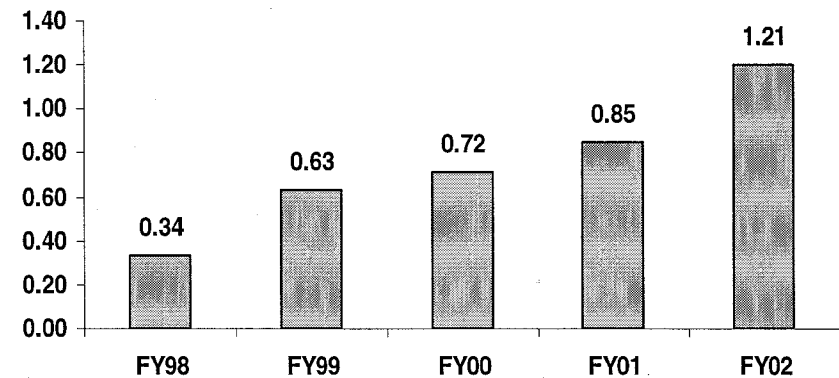
## Team Metrics - Trailing Indicators (1-8-02)

Lower is Better!

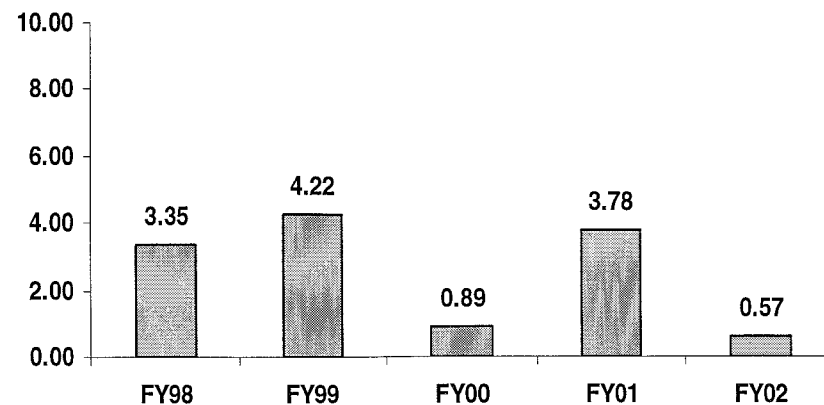
Lost-Time Rates



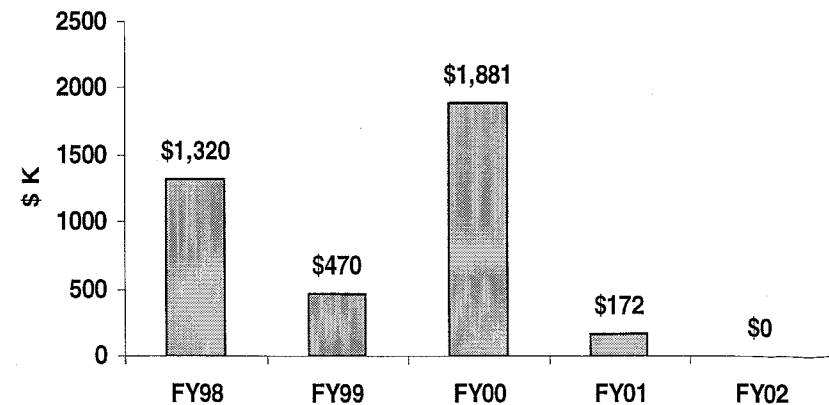
Recordable Rate



Severity Rate



Equipment & Property Damage



## **FY02 Lost-Time Mishaps**

(1-08-02)

- 
- 10/3/01 Employee was riding a John Deer Gator and injured back. Lost 2 days
- 11/04/01 Employee bent over to pick up a 3-foot piece of cable and felt pain in back. Lost 5 days, 10 restricted days
- 11/20/01 Employee caught shoe in crack between floor tiles, slipped and fell, landing on right leg. Lost 1 day

### **New Lost-time Cases Since the Last SHE Meeting**

- 12/6/01 Employee lost footing and fell down last two steps, injuring right ankle – Lost time continues.

■ Slips/Trips/Falls (1) ■ Back Injury (2) ■ Other (0)

# Mishaps - Corrective Action Closure (1/09/01)

Responsible Organization	Open Mishap Cases		Corrective Actions		
	Total	New	Total	New	Late
AD01	5	2	9	5	4
CD01					
ED01	6	1	12	3	1
FD01	*1	1	0	0	0
LS01					
MP01					
OS01					
PS01					
QS01	1	1	2	2	2
RS01					
SD01	2	0	9	0	8
TD01	2	0	2	0	2
VS01					
UP01					
<b>Totals:</b>	<b>17</b>	<b>5</b>	<b>34+</b>	<b>10</b>	<b>17+</b>

\* Awaiting total lost days

+ Indicates Mishap Case requires Corrective Action(s)



# Off-Site Mishaps - Corrective Action Closure

(1/9/02)

Responsible Organization	Open Mishap Cases		Corrective Actions		
	Total	New	Total	New	Late
MAF	1	0	*1	0	0
Pratt-Whitney	0	0	0	0	0
Rocketdyne-Canoga	10	1	+	0	0
Thiokol	2	0	13	0	9
USA/KSC	1	0	1	1	0
<b>Totals:</b>	<b>14</b>	<b>1</b>	<b>15+</b>	<b>1</b>	<b>9</b>

+ Indicates Mishap Case requires Corrective Action(s)

\* Awaiting Number of Lost Days (Continuing)

# BACKUP DATA

## MSFC Team Metric Key

<b>Metric</b>	<b>Green</b>	<b>Yellow</b>	<b>Red</b>
<b>Type A &amp; B</b>	0 Cases	N/A	> 0
<b>Type C (Lost-Time)</b>	0 to .10	.101 to .20	> .20
<b>OSHA Recordables</b>	< 1.0	1.01 to 1.50	> 1.50
<b>All (Recordables + First Aids)</b>	< 2.0	2.01 to 3.00	> 3.00
<b>Safety Office Finding</b> (HAZTRAK + Safety Audits)	>4	3-4	<3
<b>Safety Meetings</b>	> 90%	80 to 90%	<80%
<b>Safety Visits</b>	> 90%	80 to 90%	<80%
<b>SCRS</b>	>3.0	1.5-3.0	<1.5
<b>Supervisor Findings</b>	>10	5-10	<5

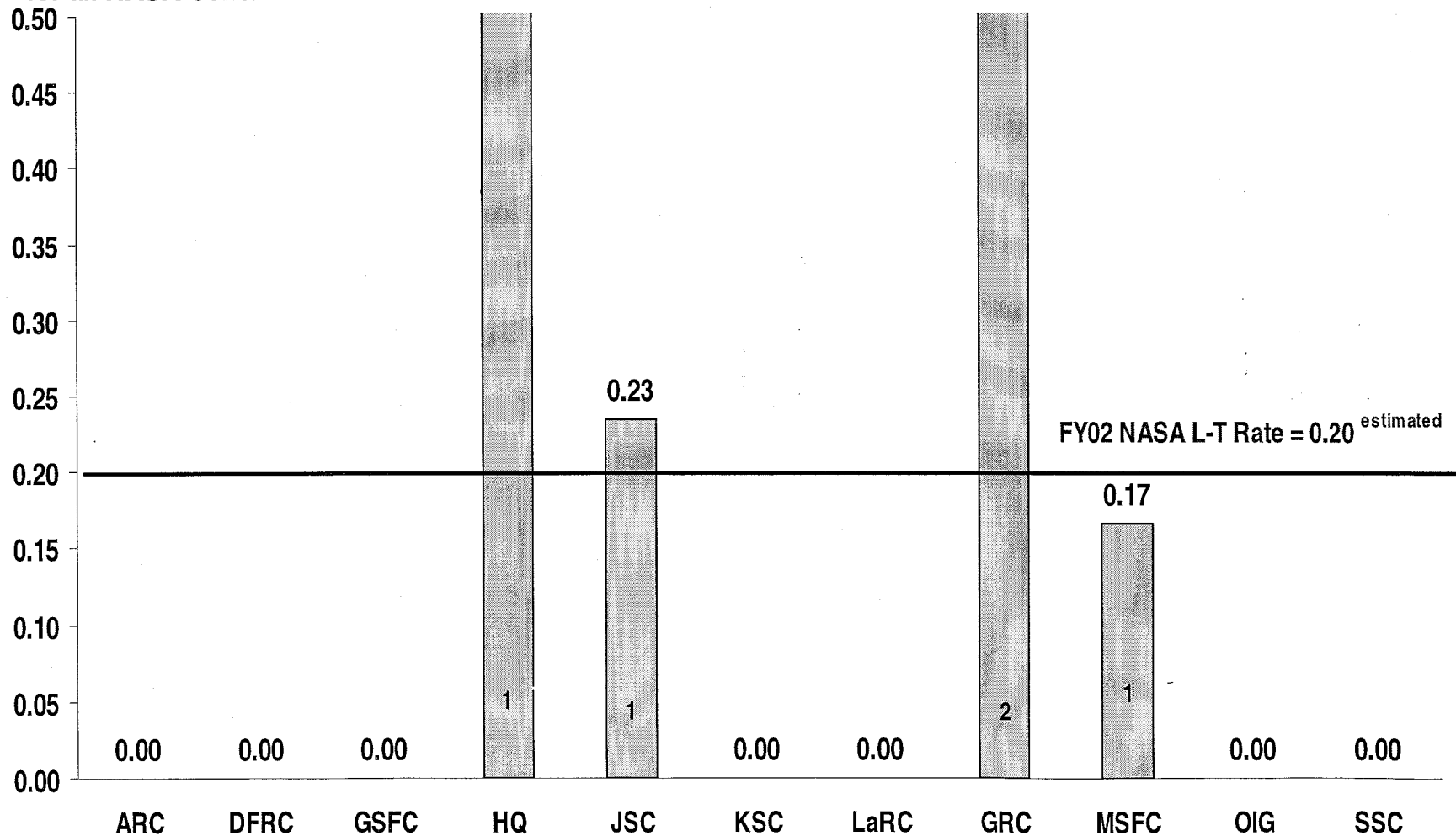
# FY2002 NASA Reportable Lost-Time Mishaps

0.67

0.65

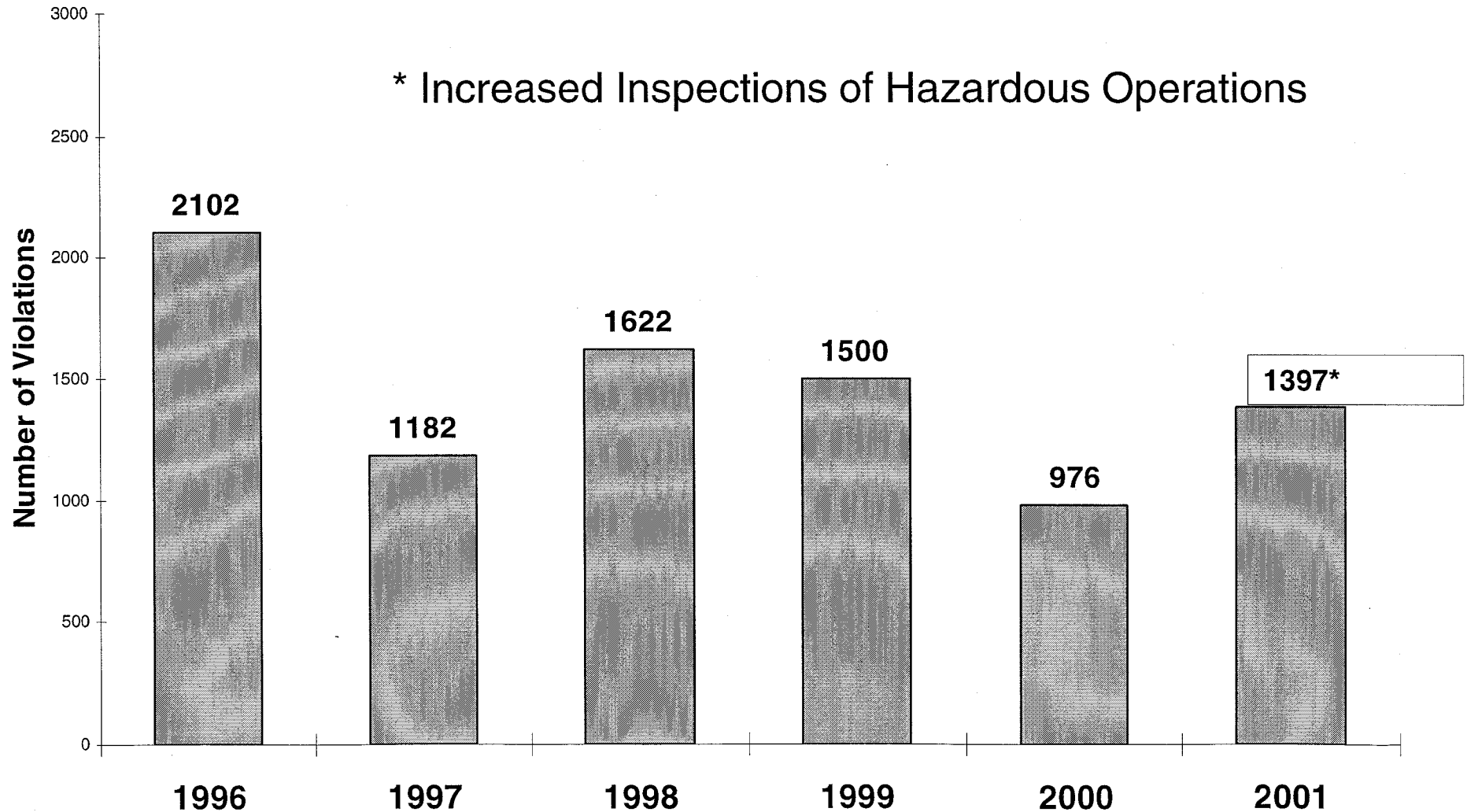
(1-08-02)

NOTE: Data is not current  
for all NASA Centers

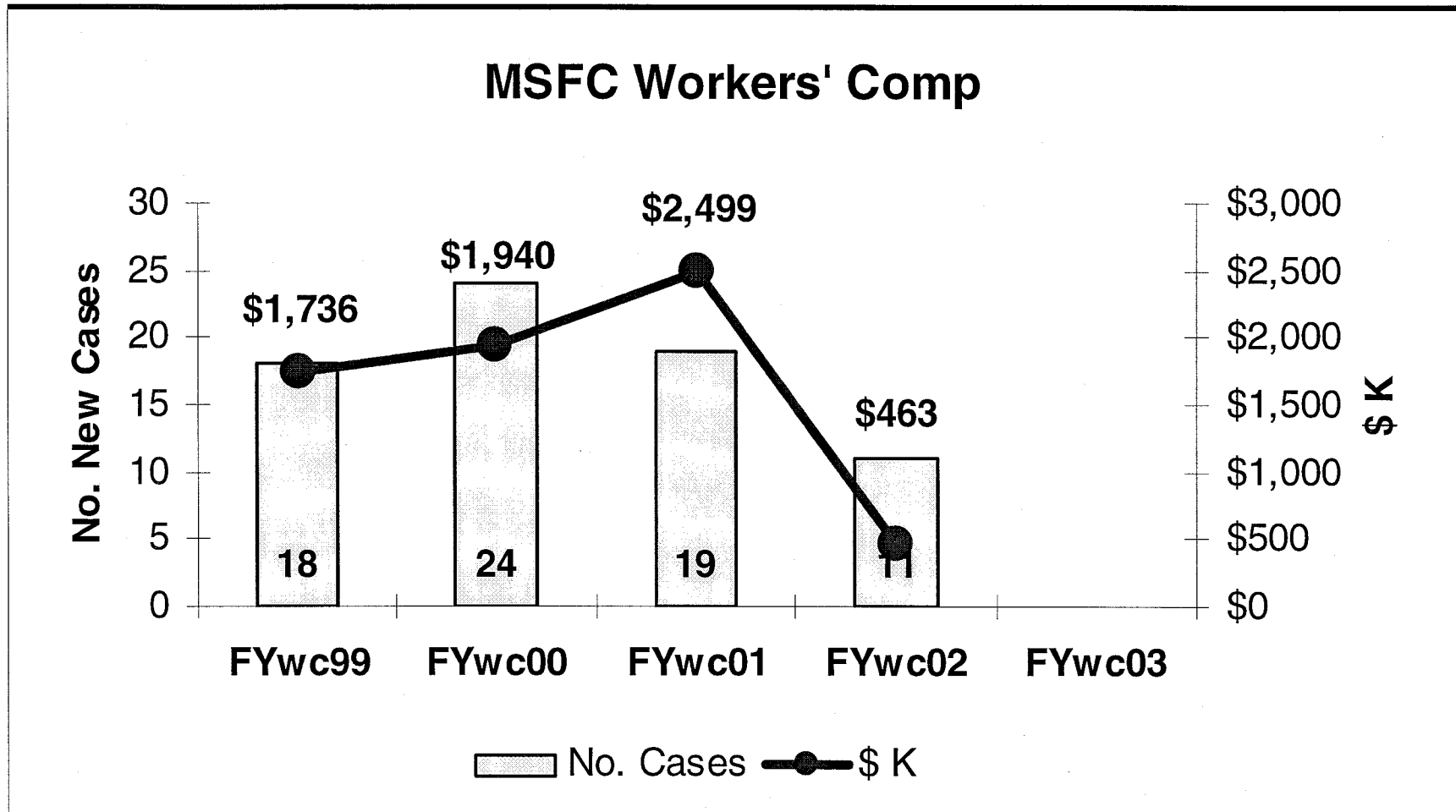


# Safety Inspection Trends

(1-08-02)



# Workers Compensation Trends (1-09-02)



Workers Comp Data is for MSFC Civil Service only.  
(Contractors keep their own data.)

**SH&E "AREA" COMMITTEE**  
**OPEN ACTIONS & ACTIONS CLOSED SINCE LAST MEETING**  
**January 9, 2002**

<b>ACTION NO.</b>	<b>ISSUE/CONCERN</b>	<b>POINT OF CONTACT</b>	<b>ACTIONEE</b>	<b>FINAL PRODUCT</b>	<b>DATE OPEN</b>	<b>ECD</b>	<b>STATUS</b>
A-0058	Two incidents involving visitors to MSFC were reported. Safety training for MSFC visitors is needed.	Jim Ellis QS01	Dennis Davis QS30	Safety video for showing to all MSFC visitors.	02-09-00	02/01/02	Filming complete. In review process
A-0126	Dennis Davis discussed the safety finding process. Several attendees noted that the process for closing findings was not clear.	Axel Roth/DE01	Dennis Davis/QS30	Discuss the HAZTRAK finding closure process in detail at the next SHE Area Committee meeting.	11/28/01	01/02/02	
A-0127	Rick Helmick requested that a sidewalk be considered between 4207, 4306 & 4727.	Rick Helmick/AD30	Edwin Jones/AD20	Investigate the feasibility of installing a sidewalk between Buildings 4207, 4306, and 4727.	11/28/01	02/15/02	
A-0128	Bill Kilpatrick reported recycled brown paper towels contain small pieces of metal from clip/staples. The paper can catch on fire in a microwave oven.	Axel Roth/DE01	Dennis Davis/QS30	Investigate the potential problem with using recycled brown paper towels in microwave ovens and take action as required.	11/28/01	01/02/02	